

Guide for Technician Job Applications

The Application Process – Five Critical Steps

Step 1: Do your homework.

The key to a strong package is attention to the Technician vacancy announcement. Review the vacancy announcement carefully. You may request a copy of the Position Description for the position for which you are applying from the Human Resources Office. The announcement summarizes the general and specialized experience, the minimum educational, work and licensing requirements and lists the Knowledge, Skills, and Abilities (KSAs) essential to the position. Individuals must meet the mandatory qualifications and your application must show how your experience meets the qualification requirements. Failure to do so will result in the application being considered as not qualified. In order to hire you, we must be provided information on your education, work experience, and personal background.

STEP 2: Decide how you will apply.

+ THREE APPLICATION OPTIONS (Focusing on education and experience)

- **Option 1: Use the Optional Form 612 (OF-612).** The OF-612, Application for Federal Employment, is a two-paged form with 18 questions on citizenship, veteran's preference (not applicable to National Guard technicians), experience, education and skills.
- **Option 2: Use the Standard Form 171 (SF-171).** The SF-171 form is optional.
- **Option 3: Write a Resume** – The resume should be in the basic format below and must include all information listed or the resume will be disqualified:

STEP 3: Ensure that your application addresses the Qualification Requirements

General and Specialized Qualification Requirements: Each position requires a minimum number of months of specialized experience (paid or unpaid) in order to be minimally qualified for the position. The experience listed will be used to determine qualifications. It is important to give a complete and detailed description of specific duties, responsibilities, and accomplishments for each job held that is applicable to the position you are applying for. Use complete dates to indicate the amount of experience, i.e. 28 Dec 2000 to 30 Jan 2003. If you held a position where you performed more than one type of work, you should estimate the percentage of time you spent performing each type of work. Use your own words to describe your work experience rather than past job descriptions. While it is important that you provide as much information about your qualifications as possible, it is equally important to keep your application free of unnecessary materials.

If additional space is required to complete any item on the application, a blank sheet of 8 ½ X 11" paper can be used. Remember to include your name and announcement number on each sheet.

Rating Factors – Knowledge, Skills, and Abilities (KSAs): (not required but recommended) Members who meet the general and specialized qualifications requirements will be further evaluated based on the KSAs, which are considered essential to perform the duties and responsibilities of this position. KSAs must be addressed by the applicant and must be submitted with the application in order to be considered for the position. It is recommended to complete separate sheets addressing KSAs so that the members' experience is clearly explained.

Example of KSA #1:

- Civilian experience: Enter when, where, job title, complete description of work experience that provided that KSA.
- Active duty experience: Enter when, where, job title, complete description of work experience that provided that KSA.
- National Guard traditional experience: Enter when, where, job title, complete description of work experience that provided that KSA.

Remaining KSAs (same format)

Substitution of Education for Specialized Experience: Certain positions allow for substitution of education for experience. If you are using education to qualify for a position OR education is a mandatory requirement to meet qualifications, **YOU MUST** submit copies of college transcripts when required. Submitting a certificate or a degree will not suffice. Do not include copies of Certificates of Training unless specifically requested in the vacancy announcement.

STEP 4: Get a second set of eyes to review your package. Utilize the checklist in the end of this guide

STEP 5: Make sure you mail, email, fax, or hand carry your application to arrive at HRO by **the close of business on the closing date.** Applications submitted in a postage paid government mailer or envelope will not be accepted.

SAMPLE RESUME FORMAT

Announcement Number: (Example: 02-155)

Job Title and Grade: (Example: Computer Specialist)

Name: (Last name, first name, full middle name) **Military Rank:**

Unit:

Social Security Number:

Mailing address:

Day/Evening phone numbers: use area codes (include pagers/cell phones)

Country of Citizenship:

Federal Civil Service:

If you have prior Federal Civil Service or are a current Civil Service Employee, list the title, series, grade and inclusive dates of your highest grade held. Example: Military Personnel Technician, GS-0204-07, 11 Jan 82 – 30 Nov 83.

Education:

High School: Name, city and state of last high school attended, and year of graduation or GED

College/University: Name, city, and state, Major(s), type of degree and year granted. If no degree was earned, show number of semester or quarter hrs completed.

Work Experience:

Include the following information for any paid or non-paid work experience that is related to the job for which you are applying. List each job separately.

- Job Title: (if Federal Civil Service, include Pay Plan, Series, and Grade)
- Employer or Organization, name and address:
- Supervisor's name and phone number:
- Starting and ending dates of employment:
- Average number of hours per week (or month):
- Current Salary:
- Indicate if we may contact your current supervisor.
- Job Description or Summary of Duties: Describe the work you did, skills acquired (typing, computer input, etc.) and any certifications or licenses earned (A & P, CPA, engineering certifications, etc.).

Military Experience:

Include all military experience that is pertinent to the position for which you are applying:

- Starting and ending dates of assignment.
- Duty title of position.
- Description of duties.
- MOSs/AFSCs.

- Complete a separate experience block for each period of military service related to the position.

NOTE: Be specific and always include dates and complete details of all job related experience.

Other Qualifications:

- Job related training courses (title and date).
- Job related certificates and licenses, i.e. valid driver's license, (current only).
- Job related honors, awards, and special accomplishments, leadership activities. Job related skills (other languages, computer hardware/software, tools, machinery, and typing speed).
- Public speaking, or Incentive awards, (give dates but do not send documents unless requested).
- Signature and Date

If you make a false statement in any parts of your application, you may not be hired, or you may be fired after you begin work. You may also be fined, or incarcerated depending on the seriousness of the infraction.

Hiring Process:

All applications are recorded and placed in the position vacancy announcement file upon receipt. After the closing date, applications are reviewed by the Personnel Staffing Specialist to determine minimum qualifications. Qualified candidates are referred to the selecting official for personal interviews in accordance with the Merit Placement Plan and Labor-Management Contract. Area 1 candidates are referred first for bargaining unit positions. Area 2 candidates are referred after Area 1 candidates are considered. Applications of non-selected applicants will not be returned to you, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy announcement.

Dos and Do Nots

- **Do Not use document protectors or binders.**
- **DO NOT** submit position descriptions.
- **DO NOT** submit letters of recommendation or achievement.
- **DO NOT** use appraisals or standards as proof of experience.
- **DO** list job related training courses (title and year).
- **DO** list job related skills (other languages, computer hardware/software, tools, machinery, typing speed, possess valid drivers license).
- **DO** list job-related certificates and professional licenses (current only)
- **DO** list job-related honors, awards, and special accomplishments (leadership activities, public speaking, Incentive awards) (indicate dates but do not submit documents unless requested)

Vacancy Announcement Application Checklist

Check-Off	Questions for Review
	Is the job title and announcement number on your application?
	Have you included your Social Security Number?
	Neat and carefully prepared package? No binders or covers.
	Is the position open to your military rank or category (officer, WO, enlisted)? (Enlisted applying for officer positions must provide evidence of eligibility – degree, age, and qualifications)
	Are you within the area of consideration?
	If applicable, did you include your series and grade beside your job title in the WORK EXPERIENCE section? (i.e. WG-8852-10, etc.)
	Clear and detailed description of duties and responsibilities?
	Have you shown work experience (paid or nonpaid) that is directly related to the position you are applying for? Experience that is not directly related may be summarized when necessary to show a complete employment history.
	Did you include your drill status experience or previous military experience? Please include AFSC (Air NG) or MOS (Army NG). <u>(Part time, National Guard experience counts as full time experience (ex 12 drills = 1 yr experience).</u> (From and To dates, job title, and duties for each AFSC/MOS is required.
	Are all acronyms and abbreviations that are not commonly known to all audiences spelled out?
	Did you address each area of the specialized experience?
	Did you address all Knowledge, Skills, and Abilities (KSAs) within the application or on a separate sheet of paper with FROM and TO dates and job title (not required but recommended)?
	If your experience encompassed more than one job function, did you list the percentage of time in each function?
	Did you provide college transcripts? Transcripts are required when substituting education for experience or when specific degrees are required for professional positions.
	Did you list dates for each period of experience? (From and To dates)
	Did you list other qualifications and dates? (Incentive awards, valid licenses, certifications, etc.)
	Does your resume/application have an original signature and date? Emailed applications do not have to be signed. A typed name is sufficient.

Make sure your application is received by COB on the closing date of the announcement and make copies for your records.

NOTE: Basic Information Listed on Position Vacancy Announcements.

- **Announcement number:** This number is used to track announcements and applications.
- **Closing Date:** The application must be received by close of business on this date in order to be considered for the position.
- **Position Title, Series & Grade:** Technician position name, pay plan, occupation code, and grade of the position.
- **Location:** Work location.
- **Salary:** Range of salary for the applicable position from initial step rate to the highest step rate.
- **Area of Consideration (AOC):** The area of consideration for bargaining unit positions consists of Area One and Area Two applicants. Area One applicants are current Nebraska National Guard Technicians in the bargaining unit. Area Two applicants are all other applicants. The AOC for non-bargaining unit positions varies depending upon availability of man-years, funding, and other factors.
- **Order of Referral:** Area 1 candidates for bargaining unit jobs are referred first. Area 2 candidates are referred after Area 1 candidates are considered.
- **Appointment Factors:** Dual Status positions require military membership in the Nebraska Air or Army National Guard in the appropriate military grade, i.e. Officer, Warrant Officer or Enlisted.
- **Compatible Military Assignments:** These are military career fields that National Guard Bureau dictates as appropriate military assignments for incumbents of the technician position. Possession of one of the compatible MOS's/AFSC's does not necessarily qualify the applicant for the technician position.
- **Qualification Requirements:** Dual Status Technician positions have qualifications standards directed by the National Guard Bureau. The U.S. Office of Personnel Management (OPM) establishes qualification requirements for Non-Dual Status positions. These standards are very specific; therefore, you should pay special attention to them. It is YOUR responsibility to prove to the Human Resources Office through your application that you qualify for a job and should receive an interview.

Basic Employment Conditions.

- Dual Status (DS) Technician employment in the Nebraska National Guard is federal employment in the Excepted Service under Title 32 U.S.C. 709. Military membership in the Nebraska National Guard is required. Employment in this program does not confer Career status for other federal employment. DS Technicians must wear the military uniform appropriate to the duties being performed.
- Non-Dual Status (NDS) Technician employment under Title 32 U.S.C. 709 is generally limited to a small number of administrative positions in the USPFO and Human Resources Office. These positions are in the Competitive service and do not require military membership.
- An applicant does not have to currently be assigned to one of the compatible military career fields to be considered for a position; however compatibility requirements must be met prior to appointment to the position. Candidates who are not current members of the Nebraska National Guard must become members prior to appointment.
- General Schedule positions are administrative in nature and are paid according to a national pay schedule with locality adjustments for high cost areas.
- Wage Schedule positions are maintenance oriented and are paid according to the prevailing rate of the local market. The rates are determined by Department of Labor wage surveys.
- If you are male, over age 18 and born after Dec 31, 1959, you must be registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- If you are receiving a Federal annuity (military or civilian) your salary or annuity may be reduced if you accept a Federal job.
- Also, if you accept a Federal job, you must pay delinquent debts, or your agency may garnish your salary.
- Veteran's preference in hiring does not apply to the National Guard.
- Technicians are paid through the Direct Deposit / Electronic Fund Transfer Program.